



H E L P D O C U M E N T A T I O N

FastLane Help System

Update a Submitted Proposal Sponsored Project Office Functions

Table Of Contents

SPO Functions	1
Work on Proposal File Updates as SPO	1
Work with Forwarded Proposal File Updates	2
Work on Forwarded Proposal File Updates as an SPO.....	2
View the Update Summary as an SPO	4
View the Current Section	5
View the Proposed Replacement Section	5
View the Justification Note	6
Check a Proposal File Update for Completeness	9
Edit a Proposal File Update as an SPO	11
View the Updated Proposal	12
Edit a Section	12
Edit the Justification Note	13
Submit a Proposal File Update.....	15
Return a Proposal File Update to the PI	18
Work with Submitted Updates	20
Work with Submitted Proposal File Updates	20
View the Update Summary for a Submitted Proposal File Update.....	22
View the Initial Section	23
View the Replacement Section	23
View the Justification Note.....	24
View and Print an Updated Proposal as an SPO.....	27
Withdraw a Proposal File Update	29
Index	31

SPO Functions

Work on Proposal File Updates as SPO

.

As an SPO, you work with two kinds of Proposal File Updates:

- Updates forwarded to you by a PI
- Updates that you have already submitted to NSF

Work with Forwarded Proposal File Updates

Work on Forwarded Proposal File Updates as an SPO

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 2) with these tabs:
 - The **Documents in Progress** tab screen shows all the documents of your organization that are now in progress.
 - The **Withdrawals in Progress** tab screen shows any proposal withdrawals that have been forwarded to the SPO.
 - The **Submitted Documents** tab screen shows all the documents that have been submitted to NSF, including submitted Proposal File Updates.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5, 6 [[Next 10](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit
6053326	Proposal	View/Edit/Submit	Hoffman, Daniel	BIO Dan's 2:53 test 2:57 test 3:16 test	Check	Edit	Submit
6086644	Proposal	View/Edit/Submit	Ryan, Susan	Not Assigned	Check	Edit	Submit
6124593	Proposal	View/Edit/Submit	Hoffman, Daniel	ROLE Pre-proposal	Check	Edit	Submit

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen showing the tabs for Documents in Progress, Withdrawals in Progress, and Submitted Documents. The Type column header is circled.

- Click the **Type** column header to group all updates together (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 3) with the updates grouped together. You have these options for working with Proposal File Updates:
 - View the Update Summary
 - Check an update for completeness for submission to NSF
 - Edit an update
 - Submit an update
 - Return an update to the PI

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5, 6 [[Next 10](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6337029	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase I: test for Aftab3	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Hig 3680/For Aftab/ATH from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 3 Documents in Progress tab on the Proposals/Supplements/File Updates/Withdrawals screen with the updates (boxed in red) now grouped together.

View the Update Summary as an SPO

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

The screenshot shows the 'Proposals/Supplements/File Updates/Withdrawals' screen for the 'National Science Foundation' organization. The 'Documents in Progress' tab is selected. A search bar is present with fields for 'Temporary Proposal ID' and 'PI Last Name'. Below the search bar, a table lists documents. The document with Temp ID 7200403 is circled in red. The table has columns: Temp ID, Type, Access Level, PI Name, Proposal Title, Check, Edit, Submit, and Return to PI.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6337015	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase I: test for Aftab3	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept I	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Mig 3680/For Aftab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Temp ID for a Proposal File Update is circled.

2. Click the **Temp ID** number (Figure 1) for the Proposal File Update that you want to view the Update Summary for. The **Proposal Update Summary** screen displays (Figure 2) with the status of the update. On the **Proposal Update Summary** screen, you have these options:
 - [View the current section](#), the section as it was originally submitted to NSF
 - [View the proposed replacement section](#), the section as it has been updated
 - [View the Justification Note](#) for the update

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: Allow SPO Submit

PI Name: **Alan Alphaman**

AOR Name: _____ Electronically Signed Date: _____

Update Submitted to NSF on: _____

Program Officer: **Not yet assigned.**

Phone: N/A _____ Email: _____

Update Processed by NSF on: _____

☒ **Cover Sheet**

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 2 Proposal Update Summary screen. The View Current Section button is circled.

View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen.

View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

Proposal Update Summary


Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

 Cover Sheet

[View Current Section](#) [View Proposed Replacement Section](#)
[View Proposal Update Justification Note](#)

Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: Allow SPO Submit

PI Name: Alan Alphaman

AOR Name:Electronically Signed Date:

Update Submitted to NSF on:

Program Officer: Not yet assigned.

Phone: N/AEmail:

Update Processed by NSF on:

Cover Sheet

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Justification Note for the Requested Update

Type justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

pd_spo_functions_for_pfu

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

Check a Proposal File Update for Completeness

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN > Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6337926	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase 1: test for Aftab3	Check	Edit	Submit	Return to PI
7200402	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Nig 3660/For Aftab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.

2. Click **Check** (Figure 1) in the row for the Proposal File Update you want to check. The **Proposal File Update Errors/Warnings** screen displays with a listing of Proposal Errors that will prevent submission and of Warnings of items that will not prevent submission.

**Proposal File Update Errors/Warnings For New Temporary Proposal Id 6542746
Associated With Changing Temporary Proposal Id 6169427**

Proposal Errors

Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

General

- Non-PDF Biographical Sketches - Enter text directly or upload a new PDF file through the Transfer File function from the Biographical Sketches form. The uploaded Biographical Sketch for Alan Alphaman is not recognized as a valid PDF file.
- Non-PDF Biographical Sketches - Enter text directly or upload a new PDF file through the Transfer File function from the Biographical Sketches form. The uploaded Biographical Sketch for shant8 test is not recognized as a valid PDF file.
- Non-PDF Project Description - Upload a new PDF file through the Upload File function from the Project Description form. The uploaded Project Description file is not recognized as a valid PDF file.

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

Current and Pending Support Warnings

- No Current and Pending Support - Current and Pending Support forms have not been uploaded for Alan Alphaman, Na Li, shant8 test and llinn'oo' ttll. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.

[Return To List](#)

Figure 2 Proposal File Update Errors/Warnings screen.

3. Click **Return to List** to return to the **Proposals/Supplements/File Updates/Withdrawals** screen.

Edit a Proposal File Update as an SPO

1. Access the **Proposals/Supplements/File Updates/Withdrawal** screen on the **Documents in Progress** tab (Figure 1) (see Work on Forwarded Proposal File Updates).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: PI Last Name: Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6327026	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase I: test for Aftab3	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7205444	Proposal	View/Edit/Submit	Alphaman, Alan	Mig 3600/For Aftab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawal screen on the Documents in Progress tab. The Edit link is circled.

2. Click the **Edit** link (Figure 1) on the row for the Proposal File Update you want to work on. The **Proposal Update Form Preparation** screen displays (Figure 2) with the proposal as updated. You have these options for editing:
 - View the updated proposal
 - Edit a section (either an original section or an updated section)
 - Edit the Justification Note

Proposal Update

Proposal Number: 0420102
Original Title: Test for Sept 1
Created Date: Sep 17 2004

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	09/17/04	<input type="button" value="GO"/> Project Summary	09/17/04
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A		

Figure 2 Proposal Update Form Preparation screen. The updated form displays in red and is marked as Changed. The Go button for the Project Summary is circled.

View the Updated Proposal

1. On the **Proposal Update Form Preparation** screen (Figure 2), click the **Go** button for any section. (The updated sections display in red on the **Proposal Update Form Preparation** screen.) The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the back button on the browser to return to the **Proposal Update Form Preparation** screen (Figure 2).

Edit a Section

1. Prepare on a word processor the replacement file for the form you want to replace. See [Acceptable Formats for FastLane](#) for the formats FastLane accepts.
2. On the **Proposal Change Form Preparation** screen (Figure 2), click the **Go** button for the section you want to replace. The **File Upload** screen displays for the section you selected, as the **Project Summary File Upload** screen displays as an example (Figure 3). (See [Prepare Proposal Forms](#) for instructions for a form.)

Project Summary

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Delete Current Project Summary button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 234532 Last mod: Fri Aug 27 17:16:33 EDT 2004 Pages: 1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 3 File Upload screen for the form you want to replace.

- Upload the new file to replace the original file. See [Upload a File](#) for instructions. After you have accepted the upload, the **Proposal Update Form Preparation** screen displays (Figure 4) with the updated section displayed in red with the date of the update.

Proposal Update

Proposal Number: 0420102
Original Title: Test for Sept 1
Created Date: Sep 17 2004

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	09/17/04	<input type="button" value="GO"/> Project Summary (Changed)	09/27/04
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A		

Figure 4 Proposal Update Form Preparation screen with the updated Proposal Summary displayed in red and with the date that the Project Summary was changed. The Proposal Update Justification Note button is circled.

Edit the Justification Note

1. On the **Proposal Change Form Preparation** screen (Figure 4), click the **Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5) with a text box for entering your justification for the Proposal File Update.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type justification here.

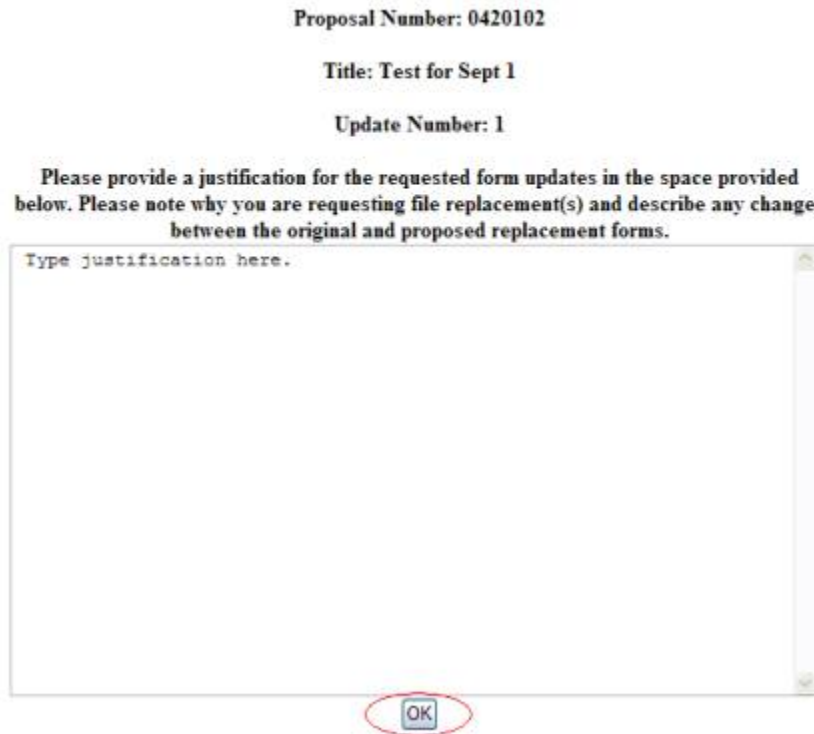


Figure 5 Justification Note screen. The OK button is circled.

2. Edit the Justification Note or copy and paste a new Justification in the text box (Figure 5).
3. Click the **OK** button (Figure 5). A screen displays (Figure 6) with the message that the update to the Justification Note is saved.

Justification Note for the update has been saved.



Figure 6 Screen with the message that the update to the Justification Note has been saved. The OK button is circled.

4. Click the **OK** button (Figure 6). The **Proposal Update Form Preparation** screen displays (Figure 4).

Submit a Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MASH ► Organization: National Science Foundation

Documents in Progress Withdrawals In Progress Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6327026	Update2	View/Edit/Submit	Alphaman, Alan	SBR Phase 1: test for Atab3	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Nig 3680/For Atab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

2. Click **Submit** in the row for the Proposal File Update you want to submit (Figure 1). The **Proposal Warnings** screen displays (Figure 2).

Note: If the Proposal File Update cannot be submitted because a decision has been made on the proposal or because it has passed the update deadline, a message displays telling you that you cannot submit the update.

Proposal File Update Errors/Warnings For New Temporary Proposal Id 6542743 Associated With Changing Temporary Proposal Id X000003

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

General

- No Budget Justification - The Budget Justification for the Grantee Institution has not been completed.
- No References Cited - The References Cited form has not been completed.
- Non-PDF Project Description - Uploaded a new PDF file through the Upload File function from the Project Description form. The uploaded Project Description file is not recognized as a valid PDF file.

INDEX

[Proposal](#)
[Signing Authority Certification Section](#)
[Debarment Section](#)
[Lobbying Certification Section](#)
[Contracts Certification Section](#)
[Signature Section](#)

Figure 2 Proposal File Update Errors/Warnings screen.

3. In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 3), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

- ☒ No
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Figure 3 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.

4. *If you answered Yes*, in the text box under the radio buttons (Figure 3), type an explanation.
5. In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 4), check the accuracy of the information for your organization.

Institution Information

DUNS Number:
 DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: **Alan Alphaman**
 Phone: **7032925000**
 Fax: **7032925500**
 E-mail: **kchelta@nsf.gov**

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

Sign and Submit
Cancel and Do Not Submit

Figure 4 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.

6. At the bottom of the **Proposal Errors/Warnings** screen (Figure 4), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with a message that the Proposal File Update has been successfully submitted to NSF.

PROPOSAL SUBMISSION CONFIRMATION
<p>Proposal 6557745 has been successfully submitted to NSF</p> <p>This proposal has now been assigned the following NSF Proposal Number: 0613738</p> <p>Please make a note of this number, it is the official NSF proposal number. Your Signature has been recorded</p>
<p><input type="button" value="OK"/></p>

Figure 5 Proposal Submission Confirmation screen with the message that the Proposal File Update has been submitted to NSF.

Return a Proposal File Update to the PI

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6 [Next 10 >]

Temp ID	Action	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6127526	Update2	View/Edit/Submit	Alphaman, Alan	SBR Phase 1: test for Affab2	Check	Edit	Submit	Return to PI
7200403	Update3	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Mig 3680/For Affab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

2. Click **Return to PI** on the row for the update you want to return. A screen displays (Figure 2) with a message for you to confirm that you want to return the update to the PI.

Please confirm that you want to return the Proposal File Update 1 for Proposal No. 0420102.
This action will remove SPO access to this update.

In the text window below, you may enter a note to the PI indicating why you are returning this Proposal File Update.

Write a note to the PI here. |



Figure 2 Screen with a message for you to confirm that you want to return the update to the PI with the text box for the note to the PI (optional). The OK button is circled.

3. Type or copy and paste in the text box a note for the PI on why you are returning the update (Figure 2) (optional).

4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the update has been returned to the PI.

**Proposal File Update 1 for Proposal No. 0300448 has been returned to the
PI**



Figure 3 Screen with the message that the update has been returned to the PI.

5. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Work with Submitted Updates

Work with Submitted Proposal File Updates

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

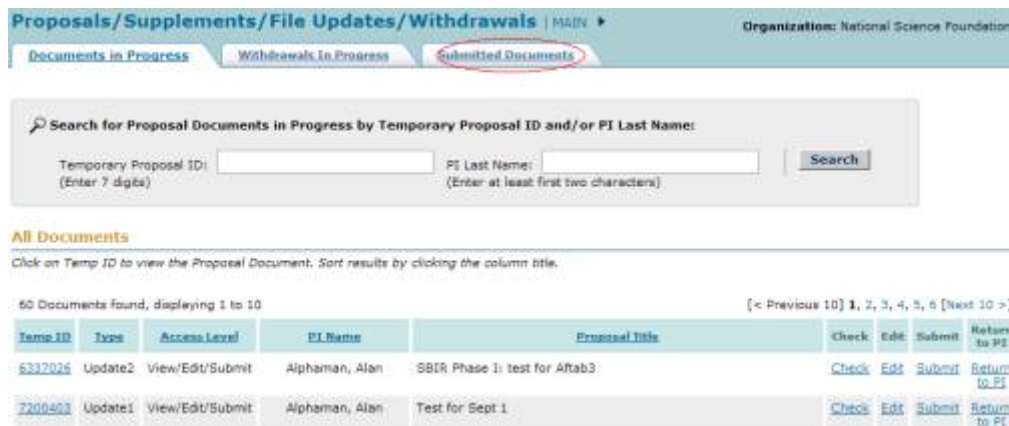


Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

2. Click the **Submitted Documents** tab (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).
3. Click the **Type** column header (Figure 3) to group all updates together. You have these options for working on a Proposal File Update that has already been submitted to NSF:
 - View the Update Summary for a submitted Proposal File Update
 - Withdraw a submitted Proposal File Update from NSF consideration

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy)
 (Enter 7 digits) From: To:

PI Last Name:
 (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [[Previous](#)] 10 1, 2, 3, 4, 5 [[Next](#)]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
7200402	0420102	Update1	Alphaman, Alan	Test for Sept 1	09/27/2004	Withdraw
7200408	0500006	Proposal	Alphaman, Alan	EPW Withdrawal Testing	09/27/2004	Withdrawn
6049934	0420119	Proposal	Hofferr, Daniel	CAREER: My Test	09/21/2004	Withdrawn
6056555	0500001	Proposal	student13, student13	Susan's Class Proposal	09/21/2004	Withdraw

Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Type column header is circled.

View the Update Summary for a Submitted Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Work with Submitted Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To:

PI Last Name:

Search

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5 [[Next 10](#) >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6169421	0242847	Update14	Alphaman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/26/2004	Withdraw
7200192	0420058	Update1	Alphaman, Alan	SBIR Phase I: test by rich 06/06/04	07/29/2004	Withdrawn
6337024	0413539	Update1	Alphaman, Alan	STTR test4	08/30/2004	Withdraw
6337025	0413532	Update1	Alphaman, Alan	SBIR Phase I: test for Alfab2	08/30/2004	Withdraw
7200402	0420102	Update1	Alphaman, Alan	Test for Sept 1	09/27/2004	Withdraw
7200141	0420047	Supplement	Alphaman, Alan	Richs SBIR supplemental funding request	05/05/2004	Withdrawn

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Temp ID number is circled.

2. Click the **Temp ID** number (Figure 1) on the row of the submitted Proposal File Update you want to view. The **Proposal Update Summary** screen displays (Figure 2) with the status of the update. On the **Proposal Update Summary** screen, you have these options:
 - [View the initial section](#), as it was first submitted to NSF
 - [View the replacement section](#), as it was submitted in the Proposal File Update
 - [View the Justification Note](#) for the Proposal File Update
 - [View/print the updated proposal](#)

Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1
Update Status: Automatically Accepted

PI Name: Alan Alphaman
 AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
 Update Submitted to NSF on: Sep 27 2004
 Program Officer: Not yet assigned.
 Phone: N/A Email:
 Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 2 Proposal Update Summary screen. The View Initial Section button is circled.

View the Initial Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the section you want to view.
2. Click the **View Initial Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

View the Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept I
Update Number: 1
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman
AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004
Program Officer: Not yet assigned.
Phone: N/A Email:
Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: Automatically Accepted

PI Name: Alan Alphaman

AOR Name: Alan alphaman

Update Submitted to NSF on: Sep 27 2004

Program Officer: Not yet assigned.

Phone: N/A

Update Processed by NSF on: Sep 27 2004

Electronically Signed Date: Sep 27 2004

Email:

☒ Cover Sheet

☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Justification Note for the Requested Update

Type justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

View and Print an Updated Proposal as an SPO

1. Access the **Proposal Update Summary** screen (Figure 1) (see [View the Update Summary of a Submitted Proposal File Update](#)).

Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman
AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004
Program Officer: Not yet assigned.
Phone: N/A Email:
Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

Figure 1 Proposal Update Summary screen. The View/Print Proposal button is circled.

2. Click the **View/Print Proposal** button (Figure 2). The **View Proposal** screen displays (Figure 3).

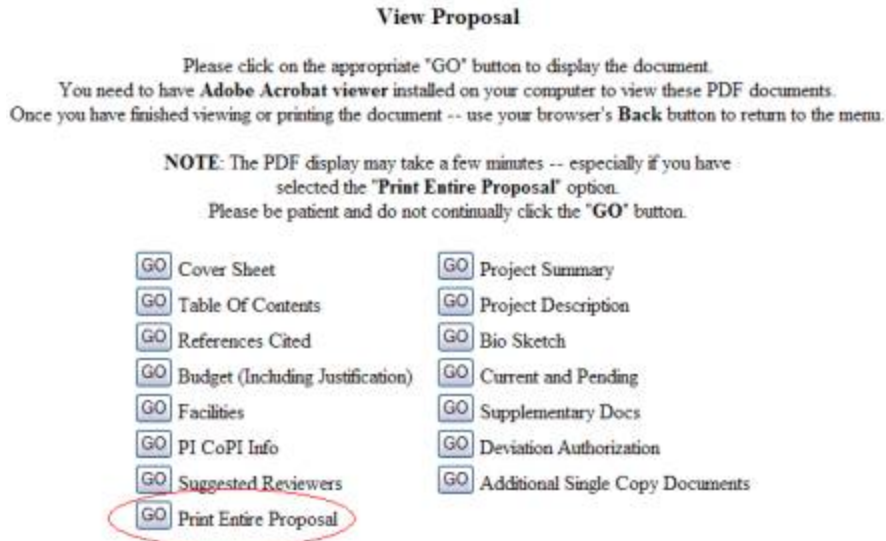


Figure 2 View Proposal screen. The Go button for Print Entire Proposal is circled.

3. Click the **Go** button for any section you want to view. The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
4. Click the **Print** icon on the Adobe toolbar to print the section.
5. To print the entire proposal, click the **Go** button for Print Entire Proposal (Figure 2). FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

Withdraw a Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Work with Submitted Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To: Search

PI Last Name:

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6169421	0342847	Update14	Alphaman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/26/2004	Withdraw
7200192	0420058	Update1	Alphaman, Alan	SBIR Phase I test by rich 06/09/04	07/29/2004	Withdrawn
6177034	0413539	Update1	Alphaman, Alan	STTR test4	08/30/2004	Withdraw
6177025	0413532	Update1	Alphaman, Alan	SBIR Phase I test for Altab2	08/30/2004	Withdraw

Figure 1 The Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

2. Click the **Withdraw** link on the row of the Proposal File Update you wish to withdraw. A screen displays (Figure 2) with a message for you to confirm that you want to remove the update from NSF consideration.

Please confirm that you want to withdraw Proposal File Update 1 for Proposal No. 0413539.
This action will remove this Proposal File Update from consideration by NSF.



Figure 2 Screen with a message for you to confirm that you want to withdraw the submitted update. The OK button is circled.

3. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the Proposal File Update has been withdrawn.

Proposal Update Request 1 for Proposal 0413533 was withdrawn



Figure 3 Screen with the confirmation message that the **Proposal File Update** has been withdrawn from NSF consideration.

4. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab displays (Figure 1).

*If NSF has already processed the update, you may no longer withdraw it. When you click **Withdraw** on the row for that proposal on the **Submitted Documents** tab of the **Proposals/Supplements/File Updates/Withdrawals** screen, a screen displays (Figure 4) with the message that the update has already been processed.*



Figure 4 Screen with the message that NSF has already processed the update. The **OK** button is circled.

Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Index

A

Accept11
 Accepted11
 Access..... 4, 9, 11, 15, 18, 22, 27, 29
 Proposal Update Summary.....27
 Proposals/Supplements/File
 Updates/Withdrawals . 4, 9, 15, 18,
 22, 29
 Adobe 4, 11, 22, 27
 Adobe Acrobat 4, 22, 27
 Adobe Reader 4, 11, 22
 After11
 All..... 2, 20
 Answer15
 AOR15
 Authorized15
 Authorized Organizational
 Representative.....15

B

Back 4, 11, 22
 Back button 4, 11, 22
 be.....15
 Bottom15
 Browser 4, 11, 22

C

Certifications15
 AOR15
 Changes11
 Check..... 9, 15
 Proposal File Update 9
 Click 2, 4, 9, 11, 15, 18, 20, 22, 27, 29
 Complete 9
 Completeness 9
 Confirm 18, 29
 Confirmation 15, 29
 Consideration29
 Contents.....15
 Copy 11, 18
 Cover Sheet15
 Current..... 4
 Current Section 4

D

Date11
 Debarment.....15
 Department.....15
 displays 2, 4, 9, 11, 15, 18, 20, 22, 27,
 29
 displays telling.....15
 Document .. 2, 4, 9, 11, 15, 18, 20, 22,
 27, 29

Documents. 2, 4, 9, 11, 15, 18, 20, 22,
 27, 29

Download..... 4, 11, 22, 27

E

Edit.....11
 Justification Note.....11
 Proposal File Update11
 Section11
 Enter.....11
 Entire 9, 27
 Entire Proposal 9, 27
 example11
 Explanation15

F

FastLane..... 2, 11, 20, 27
 FastLane concatenates.....27
 files.....27
 FastLane Home Page 2, 20
 Federal15
 Figures 2, 4, 9, 11, 15, 18, 20, 22, 27,
 29
 File Upload11
 Files 1, 2, 11, 20, 27
 FastLane concatenates27
 Format11
 Forms.....11
 Forward 2
 SPO..... 2
 From 15, 29

G

Go Back.....15
 Go Back button.....15
 GO button 11, 27
 section.....11
 groups..... 2, 20

I

If 4, 9, 11, 15, 22, 27, 29
 Proposal File Update 9
 In 2, 4, 9, 11, 15, 18, 20, 22, 27
 In Progress 2, 4, 9, 11, 15, 18, 20
 Include 2
 Information.....15
 Information/Messages 9, 15
 Initial22
 Initial Section22
 Institution Information.....15
 Institutions15
 Instructions.....11
 Is 2, 4, 9, 11, 15, 18, 20, 22, 27, 29

J

Justification..... 4, 11, 22

Justification Note	4, 11, 22	Proposal Update Summary ...	4, 22, 27
Edit	11	Proposal Warnings.....	15
View.....	4, 22	Proposals1, 2, 4, 9, 11, 15, 18, 20, 22,	27, 29
L		Proposals/Supplements/File2, 4, 9, 11,	15, 18, 20, 22, 29
like	9	Proposals/Supplements/File	
Link	2, 9, 11, 15, 18, 20, 29	Updates/Withdrawal	11
List	4, 9, 22	Proposals/Supplements/File	
Lower.....	15	Updates/Withdrawals 2, 4, 9, 15, 18,	20, 22, 29
M		Proposed	4, 22
Message	9, 11, 15, 18, 29	Proposed Replacement Section....	4, 22
N		R	
New	11	Remove	29
No if.....	15	Replace	11
NSF	2, 4, 9, 15, 20, 22, 29	Replacement File.....	11
Number	4, 22	Replacement Section	22
O		Research	2, 20
OK button	4, 11, 18, 22, 29	Research Administration.....	2, 20
Options	2, 4, 11, 20, 22	Return.....	4, 9, 11, 15, 18, 22
Organization	2, 15	PI	18
Original	11	Proposal File Update	18
Originally	4	Proposal Update Form Preparation	11
P		Proposal Update Summary.....	4, 22
PDF.....	4, 11, 22, 27	Proposals/Supplements/File	
PDF Format	4, 11, 22, 27	Updates/Withdrawals	15
PI	18	Return To	4, 9, 11, 18, 22
Return	18	S	
Prepare	11	Save	11
Print.....	27	Screen. 2, 4, 9, 11, 15, 18, 20, 22, 27,	29
Updated Proposal	27	screen showing.....	2
Print Entire Proposal	27	Section.....	4, 11, 15, 22, 27
Process.....	29	Edit	11
Progress	2, 4, 9, 11, 15, 18, 20	Go button.....	11
Project	11	see . 2, 4, 9, 11, 15, 18, 20, 22, 27, 29	
Project Summary	11	Select.....	11
Proposal Change Form Preparation ..	11	shows.....	2
Proposal Errors	9	Signed.....	15
Proposal Errors/Warnings	15	SPO	1, 2, 4, 11, 20, 27
Proposal Errors/Warnings screen	15	Forward	2
Proposal File Update 1, 2, 4, 9, 11, 15,	18, 20, 22, 29	State.....	15
Check	9	Status	4, 9, 22
Edit	11	Submission	9, 15
Return	18	Submit	2, 4, 15, 20, 22, 29
Submit	15	Proposal File Update	15
Temp ID	4	Submit button	15
Withdraw	29	Submitted Documents	2, 20, 22, 29
working	20	Submitted Proposal	2, 20, 22
Proposal File Update Errors/Warnings9,	15	Submitted Proposal File Update .	20, 22
Proposal File Update Errors/Warnings		Summary.....	11
screen	9, 15	Suspension	15
Proposal Summary	11		
Proposal Update Form Preparation...	11		

Suspension Certification	15	View Proposal	4, 22, 27
T		View Proposal Update Justification	
Temp	4, 22	Note button	4, 22
Temp ID	4, 22	View Proposed Replacement Section	
Text	11, 15, 18	button	4, 22
Text Box	11, 15, 18	View/Print	27
Text Boxes	11, 18	W	
type	2, 15, 18, 20	Warnings	9, 15
U		What	9
Update .. 1, 2, 4, 9, 11, 15, 18, 20, 22,	27, 29	What You Need	9
Update Summary	4, 22	Why	15, 18
Updated Proposal	11, 15, 27	wishes	29
Updated Section	4, 11, 22	Withdraw	29
Upload	11	Proposal File Update	29
V		Withdrawal	2
View	4, 11, 22, 27	Word	11
Current Section	4	Work	1, 2, 11, 20
Initial Section	22	Work On	1, 2, 11, 20
Justification Note	4, 22	Work on Forwarded Proposal File	
Proposed Replacement Section	4	Updates	2
Replacement Section	22	Work on Proposal File Updates	1
Update Summary	4, 22	Y	
Updated Proposal	11	Yes	15